



JOB DESCRIPTION

Title: **DIRECTOR OF FINANCE
AND ADMINISTRATION**

Department: Finance and Administration

Class Code: 1400

FLSA Status: Exempt

Effective Date: March 1, 1986 (Rev. 08/2008)

Grade Number: 33

GENERAL PURPOSE

Under broad policy guidance and direction from the Mayor and the City Council, provides professional administrative services to assure efficient and smooth running operation of the Accounting Office and the Customer Service Office which make up the Department of Finance and Administration.

EXAMPLE OF DUTIES

- *-- Reviews performance and makes decisions affecting job retention, advancement and discipline; participates in the recruitment and selection of department staff; develops and conducts staff training.
- *-- Plans, directs, and coordinates the Customer Service and Accounting Department's work plan; meets with management staff to identify and resolve problems; assigns projects and programmatic areas of responsibility; reviews and evaluates work methods and procedures.
- *-- Oversees the acquisition of liability, property and employee fidelity insurance with insurance brokers, insurance companies and risk retention groups.
- *-- Works with outside financial advisor to obtain bond financing of major capital projects; makes presentation to rating agencies and bond insurance companies.
- *-- Examines department policy for practicality and efficiency; develops policy for the Department of Finance and Administration.
- *-- Provides information to the public and outside agencies regarding finance and administration; provides staff support to the Mayor and Council on special projects requiring research.

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- *-- Performs all duties of the Director of Finance and Budget Officer, as required by the Uniform Fiscal Procedure Act for Utah Cities; ensures city compliance with federal, state and local financial and accounting requirements.
- *-- Prepares the Comprehensive Annual Financial Statement in conjunction with the city's independent auditors.
- *-- Manages the cash position of the City; advises the City Treasurer on amount and timing of money transfers and investments.
- *-- Reviews all new or revised computer systems for the Customer Service Office and Accounting Office.
- *-- Compiles annual budgets and submits them to the Mayor; provides information on annual budget requests as required; prepares annual position allocation payroll budget; presents Mayor's budget to the City Council at the Budget and Finance Committee Meetings.
- *-- Develops and implements new accounting techniques, procedures and systems to include GAAP and GASB; modifies and modernizes existing methods and procedures.
- Performs related duties as required.

MINIMUM QUALIFICATIONS

Education and Experience

- Bachelor's degree in Accounting, Finance, Business Management or closely related field and six (6) years of increasing experience in accounting, at least three (3) years in a supervisory capacity, or any equivalent combination of education and experience.

Special Requirements

- Current CPFO (Certified Public Finance Officer) and CPA is highly desired.
- Must be bonded.

Necessary Knowledge, Skills and Abilities

- Extensive knowledge of the services provided by Murray City; extensive knowledge of administrative services and the services and the functions it provides.

- Thorough knowledge of the principles and procedures of accounting; thorough knowledge of research methods and statistical analysis; working knowledge of modern office methods, procedures, and equipment; thorough knowledge of bond and lease-purchase financing.
- Thorough knowledge of principles of organization and management, public administration, public and governmental accounting practices and controls, municipal bonding, cash flow budgeting, and property.
- Skill in making complex, accurate mathematical calculations.
- Ability to meet and deal effectively with departmental personnel, governing bodies, outside agencies, and the public.
- Ability to analyze administrative and financial problems and make appropriate recommendations, conduct cost-benefit studies and evaluate alternate fiscal and managerial approaches.
- Ability to apply modern accounting principles and procedures to government situations; ability to keep complex financial records and to prepare financial reports; ability to communicate effectively verbally and in writing; ability to establish and maintain effective working relationships with employees, other departments, and the public.

TOOLS & EQUIPMENT USED

Personal computer, including word processing and spreadsheet software; central financial computer system; 10-key calculator; phone; fax and copy machine.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is regularly required to sit and talk or hear, use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms; walk and stand.
- The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work is performed primarily in an office setting. The noise level in the work environment is usually quiet.

DEPT/DIVISION APPROVED BY: _____ DATE: _____

EMPLOYEE'S SIGNATURE: _____ DATE: _____

H. R. DEPT. APPROVED BY: _____ DATE: _____

*Essential functions of the job.